



Job Title: Recreation Director
Department: Recreation

FLSA Designation: Exempt
Pay Classification: 21

1. JOB SUMMARY

- 1.1 Reporting to the Town Manager, this position is responsible for directing the development and provision of recreation programming for town residents, along with all departmental administrative functions.

2. MAJOR DUTIES

- 2.1 Plans, develops, organizes, promotes, and directs diversified recreation activities for citizens of all ages.
- 2.2 Prepares and distributes seasonal recreation brochures/flyers.
- 2.3 Posts program information to web site, including setting up on-line registration.
- 2.4 Recruits and trains part-time staff, instructors and volunteers; assigns, schedules, supervises, evaluates and disciplines personnel; processes employee time sheets.
- 2.5 Reviews and analyzes the effectiveness of programs and activities and recommends and implements program additions, deletions and revisions.
- 2.6 Purchases equipment and supplies, plus T-shirts to sell and uniforms as well as coaches' jerseys.
- 2.7 Performs seasonal inventories of equipment and supplies.
- 2.8 Coordinates special community events.
- 2.9 Coordinates the maintenance and scheduling of sports fields, Barrett Park, and other facilities.
- 2.10 Recruits and organizes coaches, umpires, and other officials.
- 2.11 Attends meetings of the Recreation Council and the Upper Valley Recreation Association.
- 2.12 Prepares and manages the Recreation Department budget.
- 2.13 Performs related duties to ensure timeliness, efficiency, and excellence of services/programs.
- 2.14 "Sample" of some of the position's duties are included in the Appendix to this position description.
- 2.15 Organizes on-going seasonal youth sports volunteers must be recruited and booked. Scheduling games and officials as well as securing indoor and outdoor space for all activities is essential.

3. KNOWLEDGE REQUIRED BY THE POSITION

- 3.1 Knowledge of public recreation principles.
- 3.2 Knowledge of marketing principles.
- 3.3 Knowledge of the rules, regulations and standards governing a variety of sports.
- 3.4 Knowledge of department and town policies and procedures.
- 3.5 Knowledge of computers and job related software programs, including the Internet and on-line registration.
- 3.6 Skill in the analysis of problems and the development and implementation of solutions.
- 3.7 Skill in the preparation of clear and precise reports.
- 3.8 Skill in oral and written communication, especially quality "customer service" principles and practices.

4. SUPERVISORY CONTROLS

- 4.1 The Town Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

5. GUIDELINES

- 5.1 Guidelines include town Recreation Guidelines and those of the Upper Valley Recreation Association guidelines, and other town policies and procedures. These guidelines require judgment, selection and

interpretation in application. This position develops department guidelines.

6. COMPLEXITY/SCOPE OF WORK

- 6.1 The work consists of varied program management duties. The variety of programs to be managed contributes to the complexity of the position.
- 6.2 The purpose of this position is to direct the town's recreation programming. Success in this position contributes to the delivery of quality programming to area residents.

7. CONTACTS

- 7.1 Contacts are typically with co-workers, volunteers, participants and members of the general public.
- 7.2 Contacts that typically involve providing services, selling uniforms, giving or exchanging information, resolving problems, and motivating or influencing persons.

8. PHYSICAL DEMANDS/ WORK ENVIRONMENT

- 8.1 The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy and awkwardly shaped objects, climbs ladders (Tracy Hall attic), and distinguishes between shades of color.
- 8.2 The work is typically performed in an office, in Tracy Hall, Marion Cross School, or outdoors while a program/event is underway, occasionally in cold or inclement weather.

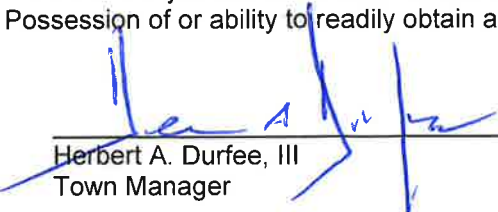
9. SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- 9.1 This position has direct supervision over a variety of part-time and seasonal personnel and various volunteers. The Director must be able to effectively manage these persons.

10. MINIMUM QUALIFICATIONS

- 10.1 Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- 10.2 Competency with computers and digital technology (e.g., software, digital bulletin boards, Internet, e-mail, etc.), including use of on-line registration systems.
- 10.3 Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the department to direct and coordinate work within the department. This usually is interpreted to require a minimum 3-5 years of successful related experience.
- 10.4 Possession of or ability to readily obtain a valid driver's license.

Approved:


Herbert A. Durfee, III
Town Manager

Effective Date: November 21, 2018

Appendix
All in a Day's Work...

- A-1: Create accurate Invoices for Instructors, Officials, and other persons paid by the Recreation Department to submit to the Finance Department.
- A-2: Answer all department phone calls, voicemails, e-mail, and other forms of communications.
- A-3: Carry out annual bulk equipment order through BSN Sports.
- A-4: Apply for grants and administer any resulting awards (e.g., Women's Club Grants), including equipment purchases, material preparation, cash/in-kind match amounts, etc.
- A-5: Prepare/Print/Publish seasonal brochures (spring, summer, fall, and winter).
- A-6: Set up all recreation programs, by season, both physically and on-line.
- A-7: Sort and organize all equipment, by season and program/sport. Compile list and order needed equipment.
- A-8: Set up equipment bags for teams with appropriate items for the level of play.
- A-9: Conduct an inventory of T-shirts, hats, uniforms (baseball).
- A-10: Recruit/schedule officials/umpires.
- A-11: Send game confirmations to coaches, officials/umpires, and municipalities with whom we play.
- A-12: Confirm and/or advertise staffing for relevant programs, especially summer programs.
- A-13: Advertise, run, and work at "Touch-A-Truck" Day, Labor Day Race, and other single day activities – often serving as coordinator of volunteers for each event.
- A-14: Line up sponsors, follow-up with them, and ultimately send thank you letters to them.
- A-15: Establish physically and an on-line field schedule for coaches and participants' reference, including games and practices for fields at Huntley Meadow and on the Town Green. This effort also needs to be carried out for the Town's rec teams as well as those renting space from the Town. The schedule requires prompt updates as warranted (e.g., cancellations).
- A-16: Solicit and gather donated prizes and organize them for awards ceremonies, as applicable.
- A-17: Organize and actively participate in the Norwich Recreation Council's meetings.
- A-18: Help maintain the Recreation Department webpage.
- A-19: Schedule and attend meetings with seasonal volunteer staff to provide them with proper orientation.
- A-20: Book space for all programs by completing appropriate Marion Cross School Community Rental Requests on-line, and confirm space with the Town Manager's Office for Tracy Hall.
- A-21: Regularly sort Rec Department items stored in the Tracy Hall attic, and update items as applicable and warranted.
- A-22: Carry out other tasks necessary to ensure a successful and positive recreational experience for participants of all ages.